mid-atlantic archivist

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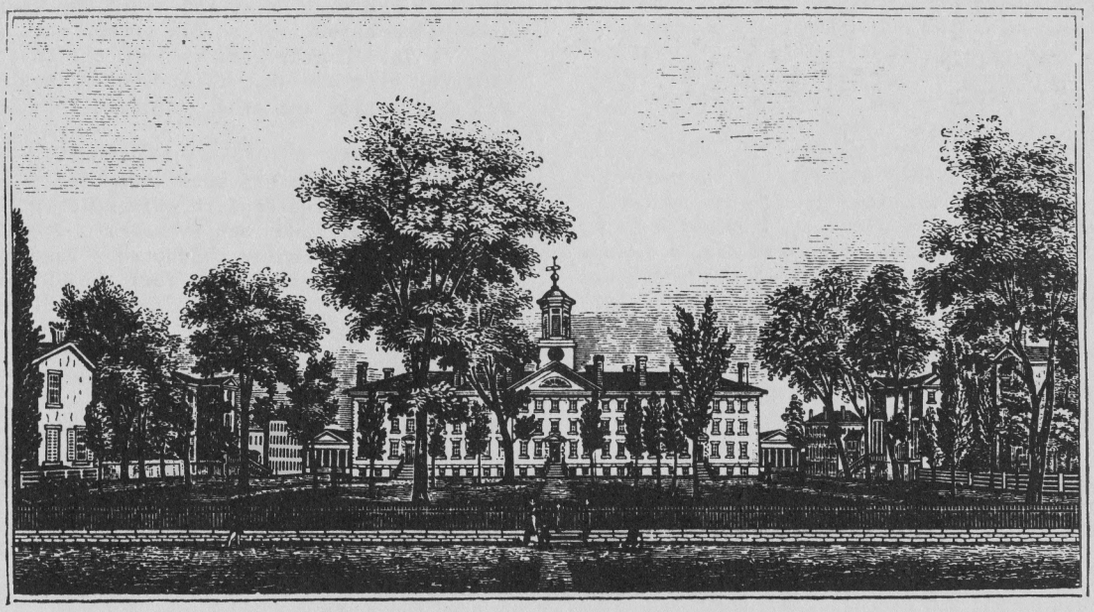
PRINCETON PROGRAM: DIVERSITY AND UNITY

In recent years, the emphasis of MARAC programs has been on such topics as the users of records and on the appraisal and preservation of records. The Princeton program now takes an inward look at archivists themselves, through the theme of "Diversity and Unity: The Archival Profession." Plenary speaker William L. Joyce, Associate University Librarian for Rare Books and Special Collections, Princeton University, will explore the nature of archivists in relation to their colleagues in allied fields. Charles T. Cullen, Editor of the Papers of Thomas Jefferson, will give the luncheon address on "The Editor as Archivist: Jefferson's Papers as a Case Study."

Several issues will be examined from different perspectives. For example, "Educating Archivists" will present panels of educators and recent graduates; in "Organization Archivists" we will hear from archivists who have come to their positions from within the ranks of their institutions, and from CEO's who have hired or worked closely with archivists. Other topics on the program are the successful administration of grant projects, archivists as political advocates, documentary editing projects, the interrelationships of the archival organizations, professionalization, certification, and business, university, performing arts, and nursing archivists.

Three workshops will be offered on Thursday, May 15. A full-day introductory workshop on the many aspects of managing an oral history program will be presented by Andor Skotnes, Assistant Director of Columbia University's Oral History Research Office. A second full-day workshop, titled "Exhibits on a Shoestring" has been designed for archivists from small to mid-sized repositories. Donald Harrison,

continued on page 3 ...



COLLEGE OF NEW JERSEY, AT PRINCETON, N. J.

NEWS NOTES

EDUCATION/OUTREACH

At the Harrisburg meeting in October, MARAC's newly-formed Eudcation/Outreach Committee agreed that one of its primary responsibilities was to publicize relevant events and groups to the membership. Therefore each issue of the mid-atlantic archivist will contain a column announcing upcoming education and outreach related activities. Information to be in cluded in this column (as well as any suggestions for a catchier title!) sould be sent to: Susan E. Davis, Rare Books and Manuscripts Division, New York Public Library, Fifth Avenue and 42nd Street, New York, NY 10018.

For this issue, the Committee has compiled a list of local archival organizations within the MARAC region. Each of these groups meets independent of MARAC, providing various kinds of programs throughout the academic year. The metropolitan groups tend to meet monthly; some of the others gather on a more infrequent bases. For further information on specific groups, contact the individuals listed below.

ARCHIVISTS FOR RELIGIOUS INSTITUTIONS
Russell Gasero
67 Merrill Avenue
East Brunswick, NJ 08816
(201) 246-1779

ARCHIVISTS ROUND TABLE OF METROPOLITAN NEW YORK
Ellen Sowchek
Pace University Archives
1 Pace Plaza - Room T1519
New York, NY 10038
(212) 488-1787

CAPITAL AREA ARCHIVISTS
Jim Folts
New York State Archives
Cultural Education Center
Albany, NY 12230

DC ARCHIVISTS
Michele Pacifico
1178 North Pitt Street
Alexandria, VA 22314
(202) 523-3214
OR
Barbara Vandergrift
2367 King Place NW
Washington, DC 20007
(202) 662-7523

DELAWARE VALLEY ARCHIVISTS
Joe Anderson
Balch Institute
18 South 7th Street
Philadelphia, PA 19106
(215) 925-8090

LAKE ONTARIO ARCHIVES CONFERENCE
Richard Strassberg
Cornell International Labor Relations Archives
Ithaca, NY 14853
(607) 256-3183

LONG ISLAND ARCHIVES CONFERENCE
Sally Packard
18 Homestead Path
Huntington, NY 11743
(516) 423-0194

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TECHNICAL LEAFLETS

The editor of the MARAC Technical Leaflet Series is seeking authors for future leaflets. In particular, presenters at recent MARAC conferences may wish to submit papers for consideration. Technical Leaflets should take a practical, "how to" approach and should be between 10 and 15 pages in length.

Also, the editor is looking for MARAC members willing to serve as reviewers of proposed Technical Leaflets. Volunteers should contact: Gregory S. Hunter, Manager, Corporate Records and Micrographics, ITT Corporation, 320 Park Avenue, New York, NY 10022; (212) 940-1690.

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SAA DISTINGUISHED SERVICE AWARD TO AMERICAN INSTITUTE OF PHYSICS

The recipient of the Society of American Archivists' Distinguished Service Award is the Center for History of Physics, American Institute of Physics. This is the first time the award has been made to a discipline-based, primarily noncollecting institution. The Center offers a model that has been emulated by other scientific disciplines, and should be a prototype for other subjects and institutions as well.

The physics center has made scientists, historians, and archivists aware of the necessity of documenting the processes and achievements of science and technology. The Center conducted a landmark study of scientific laboratories for the Department of Energy. In insisting that careful and collaborative studies of process must preceed, and then can illuminate, the evaluation of records, the Center pioneered new approaches to documentation. This work led directly to the development of records and archives programs at major scientific facilities. The study has had widespread influence in the archival profession, showing itself applicable to other disciplines and records.

Joan Nelson Warnow, AIP Archivist, accepted the award at the SAA annual meetin in Austin, Texas.

PRINCETON PROGRAM
continued from page 1

of the Machine-Readable Records Division of the National Archives and Records Administration, will offer a half-day workshop on techniques and applications of downloading large research data files for use on personal computers.

Members of the Program Committee are Mary B. Bowling (Chair), Shawn Aubitz, Mary Hedge, Jean Hrichus, Maxine Lurie, Jean Preston, Paula Williams, Tom Wilsted and Peter Wosh.

- Mary B. Bowling
Edison National Historic Site

PRINCETON LOCAL ARRANGEMENTS

The New Jersey Department of State, under the direction of Secretary of State Jane Burgio, will co-host MARAC's Spring 1986 meeting in Princeton on May 15-17.

The historic seat of America's third oldest university, and today a center for research institutions, Princeton displays a rich architectural heritage representing almost every era from colonial times to the present. Princeton offers visitors an exciting variety of shops, restaurants and historical and cultural institutions, most within easy walking distance. Lovely parks and hiking paths can be found in town and in the countryside surrounding nearby Carnegie Lake and the Delaware and Raritan Canal.

In close proximity lies the state capital, Trenton, which houses the offices of the Department of State and its many important cultural agencies, including the State Archives, Museum and Historical Commission. Trenton also has an important historical heritage of its own, and it offers a number of excellent restaurants.

The Princeton Ramada Inn will serve as conference headquarters and venue for all scheduled sessions and workshops from Thursday through Saturday, May 15-17. The new Ramada is located ten munutes outside Princeton on U.S. Route 1, where it is easily accessible by auto. Many visitors will find Amtrak service to nearby Princeton Junction station very convenient; MARAC Local Arrangements will provide regular shuttle service between Princeton Junction and the hotel. Most major airlines provide frequent service to Newark International Airport to the north, about one hour's drive away, or to Philadelphia International Arport, about one and a quarter hours' drive to the south. Air service from Philadelphia to Trenton's Mercer County Airport (twenty minutes' drive from Princeton) can be arranged through Ransome Airlines and Allegheny Commuter. Allegheny Commuter also maintains service to Trenton from Newark.

MARAC Local Arrangements has planned a variety of special events and tours in Princeton focusing on the town and the university. Concurrent tours of the university's library, conservation and archival facilities, and walking tours of the campus and of historic buildings in town will be offered on Thursday afternoon. Repeat tours in some locations will be scheduled for Saturday afternoon at the conference's conclusion. MARAC's traditional Friday evening reception will be held at Morven, the historic home of Richard Stockton, a New Jersey signer of the Declaration of Independence. The reception will feature music by a local harpist. Also, a program of non-MARAC events in and around Princeton during the conference will be provided to all pre-registrants. Although no dinners are planned in conjunction with scheduled tours and the reception, many of Princeton's restaurants are within easy walking distance of the university campus and Morven, along Nassau Street and its side streets.

Assisted by the New Jersey Department of State, Local Arrangements will operate a convenient, regular shuttle service between the Ramada and downtown Princeton for all scheduled tours and events, and during Friday evening. Those attending the conference will be strongly encouraged to use the shuttle buses rather than to drive into town; at most times, particularly during the day, public parking can be difficult to find, and parking laws are strictly enforced.

MARAC members are invited to come to Princeton early to participate in Thursday's scheduled tours and workshops. Even before the formal commencement of MARAC programs members may wish to visit the town and university, and other sites and institutions on their own: the State Museum, Archives and Library, in Trenton, or the libraries and museums at Rutgers University in New Brunswick, to name but a few.

Members are requested to pre-register for the Princeton meeting as soon as possible after registration packets are distributed. Increased attendance at recent MARAC meetings and the convenient location of the Spring 1986 meeting suggest to the Local Arrangements Committee that it will definitely book all of the 150 available hotel rooms at the Princeton Ramada Inn. Rooms will be assigned on a first-come, first-served basis to pre-registrants. Walk-up registrants will be responsible for obtaining their own lodgings.

The Princeton Meeting Local Arrangements Committee includes: Richard Waldron (New Jersey Historical Commission, Department of State) and Karl Niederer (State Archives, Department of State), co-chairs, and John Delaney (Princeton University), Elsalyn Drucker (Ann May School of Nursing), Frederic Pachman (Monmouth Medical Center Library), Gary Saretzky (Educational Testing Service), Martha Slotten (Dickinson College) and Paul Stellhorn (New Jersey Committee for the Humanities).

MARAC STEERING COMMITTEE
HARRISBURG, PA
3 OCTOBER 1985

Robert Morris called the meeting to order; all members of the Steering Committee were present.

Secretary's Report: Denis Sennett reported membership totals:

Renewal memberships to date	283
New members	19
Total	302

(Membership for 1984-85 totaled 996; dues will be collected at the meeting).

A membership directory will be issued January 1986 in cooperation with Greg Hunter of ITT who will have it printed.

Renewal notices will be mailed to those members who have not paid by the 15th of October.

SAA Report: Bob Morris announced that Don Harrison is MARAC's representative to the SAA's Committee on Regional Archival Activities (CRAA). He is to give a report to the SAA at its annual meeting in Austin, Texas. The Steering Committee asked to see the report before it is given. Don will also coordinate the MARAC table at SAA.

Nominating Committee: Barbara Benson reported that this committee will be meeting October 4th. The State Representatives will submit names of potential candidates to the Committee.

Custer Committee: There is no report at this time. The committee will meet during the convention.

Special Newsletter Issue: Leslie Kopp and Ron Becker shared copies of the special edition of the newsletter.

Future Meetings: Reports were given as follows:

Princeton, New Jersey: Mimi Bowling reported that the theme will be "Diversity and Unity". Dick Waldren gave the local arrangements report for Karl Niederer.

Charlottesville, Virginia (Fall 1986): Lucious Edwards spoke of the program and local arrangements plans.

Baltimore, Maryland (Spring 1987): Karen Stuart gave the report for Laurie A. Baty on the local arrangements. No program chairperson has been appointed as of this time.

Centralization of Communication: Steering Committee members were reminded to share communications from associations and individuals with the chairman or one of the officers before responding.

Committees and Appointments: The Secretary distributed a list of MARAC committees and their membership. The Chairman will fill vacancies on these committees as soon as possible.

Liason Committee: Martha Slotten is to report back to the Steering Committee on how liasons with future local arrangements and program chairs might be appointed.

Future Meeting Planning: Roland Baumann reported that a policy needs to be developed concerning late registration for the conferences. No decision was reached on this matter.

MARAC Committees: Bob Morris will ask MARAC committees to review their guidelines and policies.

"Resolutions and Policy Decisions": Bob Morris and Denis Sennett will rework this document and present it to the membership.

"Selecting an Archivist": Mimi Bowling and Leslie Kopp reported on the brochure to be published and printed jointly with the Archivists Round Table of Metropolitan New York. The cost of printing will be divided equally. Distribution of the brochure will be the responsibility of the Education and Outreach Committee. The proposal to fund and distribute the brochure was moved and accepted.

Technical Leaflet Project: Greg Hunter and Denis Sennett spoke on the necessity to either reprint the technical leaflets in one volume or separately and charge for their distribution. After discussion, it was referred to the Publications Commmittee.

Archivist Report: Lauren Brown presented the new finding aid which has been prepared for the MARAC Archives.

Next Meeting: January 24, 1986 in Baltimore, MD.

Respectfully submitted,
Bro. Denis Sennett, Secretary

MARAC BUSINESS MEETING
HARRISBURG, PA
5 OCTOBER 1985

Robert Morris called the meeting to order.

Secretary's Report: Bro. Denis Sennett gave the report on the membership.

Treasurer's Report: Bob Sink distributed copies of the financial report.

Harrisburg Meeting: Local Arrangements and Program Committee Chairpersons thanked their staffs for all they had done to make the meeting a success.

Future Meetings: Information regarding the next meetings to be held in Princeton (Spring 1986), Charlottesville (Fall 1986), and Baltimore (Spring 1987) was presented.

"Selecting an Archivist": Leslie Kopp presented the special edition of the newsletter devoted to archives and society and containing the brochure "Selecting an Archivist".

The D.C. Caucus presented the following resolution:

> "The D.C. Caucus had adopted the following resolution at its meeting on October 4, 1985 and moves its adoption by the MARAC business meeting:
>
> Resolved: That the D.C. Caucus welcomes and applauds the drafting of a statement/brochure "Selecting an Archivist".
>
> That, because of its importance to the profession, this statement/brochure should receive broad and thorough review by MARAC membership.
>
> That in order to carry out such review, further printing and distribution of the brochure, beyond its appearance in the current newsletter, should be postponed.
>
> The D.C. Caucus, therefore, calls on the MARAC membership to postpone funding a printing of the brochure and for the steering committee to establish a plan and timetable for review, revision, and final distribution of this statement/brochure."

The membership voted 62 to 34 against the resolution.

Additional Resolutions: The following resolutions were then presented and accepted:

> Whereas we have spent two fun filled days bathed in the glow of TMI and whereas, we have been provided with sustaining chocolate bars -- though some of us prefer kisses and whereas, we have once again been evicted for rowdyism in the hospitality suite and reminded that "this is not New York City", we herein resolve to thank Roland Baumann and the hard working members of the local arrangements committee.
>
> By the glowing Three Mile Island, by the eery blue TMI, met the group of MARAC members Archivist, there to learn of reappraisal, how to be a gypsy archivist, manage records, conserve, arrange. Thanks we give to Lee J. Stout and to the members of this fine program committee, be it so resolved.

Respectfully submitted,
Bro. Denis Sennett, Secretary

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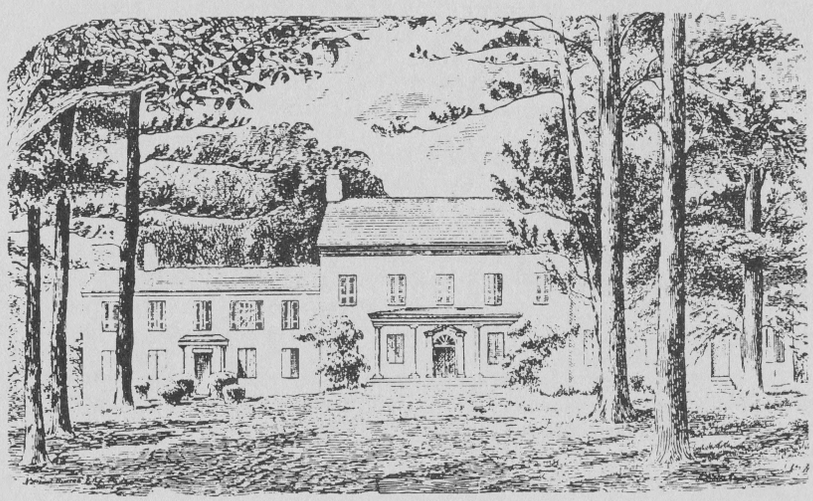
TREASURER'S REPORT
FIRST QUARTER 1985/86

TOTAL CASH ON HAND, June 1, 1985		$ 4,206.75
CASH ON HAND, checking account, June 1, 1985		$ 1,498.33
Income		
Membership dues	$ 165.00	
maa advertising	45.00	
Spring '85 Conference	5,343.21	
Bank interest	19.53	
	$ 5,572.74	
Expenses		
Mission & Structure Task Force	$ 353.62	
D.C. Caucus	10.00	
Fall '85 Program Committee	71.50	
Fall '85 Local Arrangements Comm.	315.47	
Spring '86 Lacal Arrangements Comm.	500.00	
	$ 1,250.59	
CASH ON HAND, checking account, August 31, 1985		$ 5,820.48
CASH ON HAND, money fund account, June 1, 1985		$ 2,708.42
Income		
Interest	$ 49.06	
CASH ON HAND, money fund account, August 31, 1985		$ 2,757.48
TOTAL CASH ON HAND, August 31, 1985		$ 8,577.96

Respectively submitted,
Robert Sink, Treasurer



MORVEN (STOCKTON RESIDENCE).

ARCHIVISTS' CALENDAR

BASIC CONSERVATION WORKSHOPS

Two introductory workshops, sponsored by the Society of American Archivists, "Basic Archival Conservation" and "Administration of Photographic Collections" will be offered in the MARAC region in 1986. Each three-day workshop is open to persons who currently hold positions working with non-print collections or documentary photographs, respectively, with preference given to those with little or no training in that area. Qualified applicants will be admitted on a first-come, first-served basis and are assumed to be familiar with basic archival theory and practice. Because enrollments are limited, early registration is advised.

"Basic Archival Conservation" will be held June 4-6, 1986 at the Historical Society of Pennsylvania in Philadelphia. The registration fee is $90.

"Administration of Photographic Collections" will be held December 3-5, 1986 at the New York Public Library. The registration fee is $75.

For further information, please contact Patricia Palmer, SAA, 600 South Federal, Suite 504, Chicago, IL 60605; telephone (312) 922-0140.

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New England Archivists announces three educational workshops:

"Exhibits for Archives" will be held on Saturday, February 1, 1986 at the Museum of Our National Heritage, Lexington, MA. The instructors will be Barbara Franco and Laura Roberts of the Museum's staff. Enrollment is limited to 25. The $40 fee includes lunch and materials.

"Records Management for Archivists" will be held on Thursday, February 20, 1986 at the Royal Sonesta Hotel, Cambridge, MA. Richard Haas, Records Manager with Harvard University, will conduct the workshop. Enrollment is limited to 30. The $60 fee includes lunch, ARMA registration and course materials.

"Conservation Methods for Archivists" will be held on Friday, April 25, 1986 at the University of New Hampshire Conference Center, Durham, NH. Northeast Document Conservation Center staff will introduce participants to conservation problems and preservation techniques. Enrollment is limited to 30. This workshop is part of New England Archivists Annual Meeting and the fee will be announced later.

To reserve a place in one or more of these workshops, contact: Caroline Preston, Essex Institute, 132 Essex Street, Salem MA 01970.

PRESERVATION MICROFILMING INSTITUTE

This institute, March 6-7, 1986 in Washington, DC, is designed to provide information and guidance to libraries which are planning, or are presently involved in, either a prospective or retrospective microfilming program. The institute will describe the role of preservation microfilming in a comprehensive preservation program; delineate relevant issues in the development of successful microfilming programs; and suggest strategies for planning, funding and implementing various stages of a project. Institute sessions will discuss decision-making factors in preservation microfilming, the important interface between preservation collection development, staffing and budgetary requirements, and organizational models for programs. Case studies of successful local and cooperative preservation microfilming projects will be presented. Attention will also be given to such important issues as standards and bibliographic control, selection for preservation, and planning to accommodate emerging technologies.

Registration fees are $175 for ALA/RTSD and SAA Personal Members; $200 for ALA Personal Members, and $225 for non-ALA and non-SAA members. Registrations must be postmarked by February 15, 1986. For further information and registration forms, please contact: Preservation Microfilming Institute, American Library Association, RTSD, 50 East Huron Street, Chicago, IL 60611.

ARCHIVES INSTITUTE

The twentieth annual Archives Institute, sponsored by Emory University Division of Library and Information Management, in cooperation with the Georgia Department of Archives and History and the Carter Presidential Library, will be held in Atlanta June 16-27, 1986. Designed for beginning archivists, manuscript curators, and librarians, the program provides an introduction to archival administration through lectures, field trips, and a practicum in a local archives. Tuition (non-credit) is $350. Participants may also register for academic credit (four semester hours) from Emory University. Enrollment is limited and applications close on March 15, 1986. For additional information and application form, contact Archives Institute, Division of Library and Information Management, Emory University, Atlanta, GA 30322.

STATE AND LOCAL NEWS

DELAWARE

The Delaware Bureau of Archives and Records Management has mounted an exhibit and published a brochure as part of its 80th anniversary celebration. The exhibit will continue through March, 1986.

DISTRICT OF COLUMBIA

The DC Archivists plan the following activities for 1986:

February:	New Trends in Preservation and Tour of National Archives Laboratories
March:	A Discussion on the Certification of Archivists
April:	Optical Disk Technology
May:	Application of MARC Format at Gallaudet Archives
June:	Congressional Papers

For further information, please contact Barbara Vandergrift or Michele Pacifico.

NEW JERSEY

A $100,000 increase in the New Jersey Historical Commission's grant-in-aid funds this year dramatically improves the commission's ability to assist local historical activities.

For information, application forms, and program guidelines, contact Grants and Prizes, New Jersey Historical Commission, Department of State, 113 West State Street, CN 305, Trenton, NJ 08625

NEW YORK

Governor Mario M. Cuomo has issued a new Executive Order that clarifies and strengthens the responsibilities of the State Historical Records Advisory Board. In issuing the Order, the Governor called on the Board to take decisive action to improve historical records management.

The new Executive Order describes the Board's responsibilities, building on a previous Executive Order under which the Board had operated since 1976. In the new Order, the Board is given a broad mandate to "serve as an advisory and coordinating body for planning programs and projects for the collection, description, management, and use of historical records." The Order charges the Board to develop and maintain a statement of goals and priorities for historical records programs, to encourage the development of coordinated documentation strategies and collaborative programming, to promote the development of educational and informational programs that increase public understanding of archival work, and to promote broader use of historical records.

*

Capital Area Archivists collaborated with the College of St. Rose, the Albany County Hall of Records, the Albany County Historian, and the City of Albany's Tricentennial Commission to present, "On the Record: Users, Archives, and Imagination" on October 19, 1985. The conference featured speakers Larry Hackman, State Archivist; Paul Huey, State Historic Archeologist; Rebecca Watrous, Paul J. Loatman, Jr., Thomas E. Burke, Robert W. Arnold, Coreen and Lewis Hallenbeck, and Tony Opalka. The conference launched St. Rose's new undergraduate program in regional studies, "New Directions in History and Political Science," and was intended to acquaint a broader public with the various uses of historical records. The day-long conference attracted nearly 100 registrants, including students, archivists, local historians, teachers, librarians, and history buffs.

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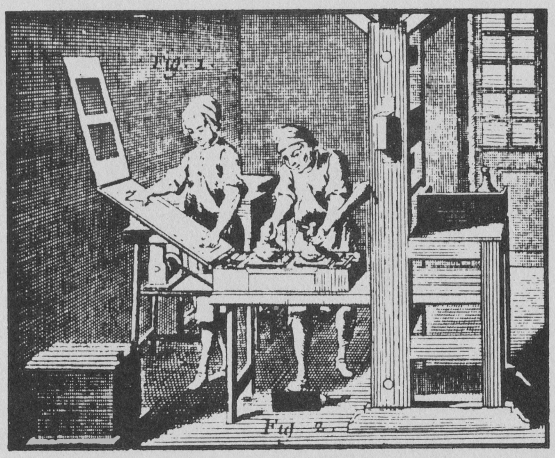
The Cooper-Hewitt Museum, the Smithsonian Institution's National Museum of Design, announces the Ladislav Sutnar papers are open for research. Sutnar, a prominent industrial designer, wrote several books on the subject, including, Visual Design in Action, Package Design, and Design for Point of Sale. The collection includes logos, letterheads, catalogs, and advertising campaigns for a large number of corporate clients, notably Addo-x, Carr's Department Stores, JC Penney, RCA, and Vera.

The collection was processed by Leslie Hansen Kopp and Jane Davis under the auspices of a grant from the New York State Council on the Arts. For further information, contact Katherine Martinez, Librarian, Cooper-Hewitt Museum, 2 East 91st Street, New York, NY 10128.

PENNSYLVANIA

Montgomery County has moved its records management unit into the basement floor of what had been a Sears department store, with 13,000 square feet of floor space for Archives and Records Center storage. The records management department also includes the county print shop and central micrographics lab. Information of the program can be obtained from Don Cunningham, Director of Micrographics and Archives, 1880 Markley Street, Norristown, PA 19404.



PRESERVATION NEWS

The Ontario Museums Association and the Toronto Area Archivists Group have published a 3rd edition, revised and expanded, of the Museum and Archival Supplies Handbook. It is arranged by topic and covers general materials, care of collections, the lab and workshop, storage, environment and security, exhibit and display, and microfilm equipment. The suppliers are listed for each item and a directory of suppliers' addresses is at the end. The Handbook also includes a selective bibliography of books, articles and audio-visual kits. It is the most comprehensive supply list for archivists available and can be obtained for $10 from the Toronto Area Archivists Group, Box 97, Station F, Toronto, Ontario M4Y 2L4, Canada.

*

A Microform Reader Maintenance Manual, a 194-page spiral-bound paperback published by Meckler Publishing, 520 Riverside Avenue, Westport, CT 06880 (ISBN 0-930466-97-7; LC 83-23766), describes general maintenance and minor repair procedures for 30 microform readers and reader-printers. A preliminary chapter discusses machine cleaning, troubleshooting, supplies and other general topics. The book is fully illustrated with drawings and photographs and its appendices include a lamp and fuse chart, a list of basic tools, and a frequency-of-repair chart for 25 models. The manual was originally compiled for in-house use at Texas A&M University and is now available to all from Meckler for $49.95.

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Archivists should not miss the article, "A Reporter At Large: The Mountain of Names," by Alex Shoumatoff, in The New Yorker, 61:12 (May 13, 1985), pp. 51-101. Shoumatoff reports on the Mormon's genealogy project of microfilming birth records and on their microfilm storage facility in Granite Mountain.

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Cassette tapes of the programs at the annual meeting of the American Institute for Conservation (AIC) are now available from Cassette Recording Company, Inc., P.O. Box 20453, Dayton, OH 45420. There are four cassettes each from the Book and Paper Specialty Group and the Photographic Materials Group. Many of the papers presented at the Book and Paper Specialty Group will also appear in the Book and Paper Annual which will be published in the winter. The cassette sets from the specialty groups are $24 each.

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The AIC Photographic Materials Group has also published the Lecture Abstracts from the Fifth Annual Winter Meeting, held in Philadelphia last February. Included is discussion of the restoration of photograph albums, on the enhancement of images by conservators (and others), and technical papers. The Abstracts are available for $5 from Debbie Hess Norris, 106 Danforth Road, Wilmington, DE 19810.

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The Spring, 1984 issue of the AIC Journal, 23:2, contains an important article, "Pressure-Sensitive Tape and Techniques for its Removal from Paper," (pp. 101-113) by Merrily A. Smith, Norvell M. M. Jones, Susan L. Page and Marian Peck Dirda. The paper traces the history of the development of pressure-sensitive tape and describes the aging properties of different tapes. Testing of solvents and methods for tape removal are discussed. The paper is based on research undertaken while the authors were with the Conservation Section, Library of Congress.

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Joseph G. Empsucha discusses the preservation and storage of nitrate and safety film and videotapes in his "Film/Videotape Fact Sheet," Conservation Administration News, No 22, July 1985, p. 6,21.

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Debbie Hess Norris writes on how to identify platinum photographic images, store them, and how to recognize deterioration in "Platinum Photographs: Deterioration and Preservation," PhotographiConservation, 7:2, June 1985, p.1.

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The proceedings of a conference for library administrators, Library Preservation Program: Models, Priorities, Possibilities, have been published by the American Library Association. This conference was one of a series of three jointly sponsored by the American Library Association Resources and Technical Services Division and the Library of Congress National Preservation Program Office. The emphasis of the papers is on organization and planning, assessment of needs, establishment of priorities, and fiscal support. The volume is edited by Jan Merrill-Oldham and Merrily Smith and available of $8.95 from the American Library Association, 50 East Huron Street, Chicago, IL 60611.

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Conferences and Workshops:

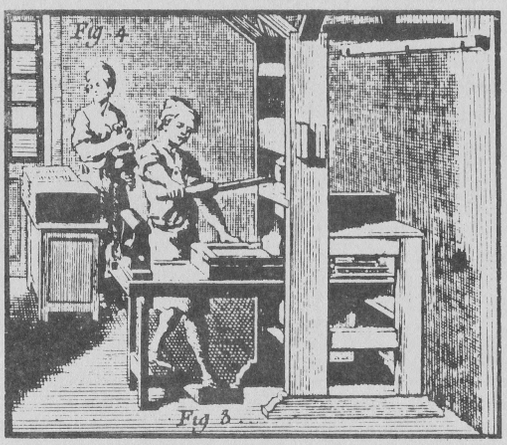
February 7-13: New York. Art Libraries Society/North America (ARLIS/NA) Annual Conference. Contact: Pamela J. Parry, Executive Director, 3775 Bear Creek Circle, Tucson, AZ 85749.

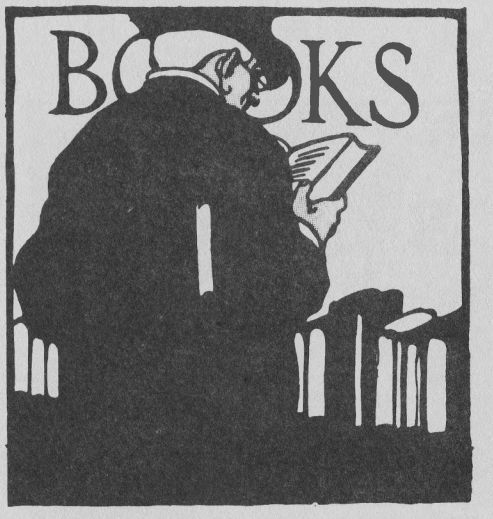
February 26-28: Rochester, NY. "Binding: Planning and Quality." A seminar designed for persons involved in printing management, but also useful as an update for bindery personnel and others who deal with binders and book manufacturers.

March 10-14: Washington, DC. "Storage and Handling," a course concentrating on the problems of storing and handling artifacts in museums of all disciplines. Discussions will focus on the organization of collections, storage techniques, equipment, pest control, and space planning. Sponsored by the Smithsonian Institution; fee $75. Contact: Office of Museum Programs, Arts and Industries Building, Room 2235, Smithsonian Institution, Washington, DC 20560.

May 27-30: Washington, DC. "Integrated Pest Management for Museums," a workshop to acquaint participants with the primary factors involved in the control of insect and rodent pests which endanger museum collections. Accent will be placed on preventive measures. Sponsored by the Smithsonian Institution; fee $75. Contact: Office of Museum Programs, Arts and Industries Building, Room 2235, Smithsonian Institution, Washington, DC 20560.

- Susan G. Swartzburg





REFERENCE SHELF

Steven L. Hensen, Archives, Personal Papers, and Manuscripts: A Cataloging Manual for Archival Repositories, Historical Societies, and Manuscripts Libraries. Washington, DC: 1983. (51p.)

The stated intention of this manual is to provide guidance in cataloging modern manuscripts and archives within the general structure and theory of the Anglo-American Cataloguing Rules, 2nd ed. These rules did not fully address the problems of cataloging archives and manuscripts, and often created new difficulties. The manual augments and in some cases presents different interpretations of the rules to meet the different requirements. A helpful introduction and a section of the choice of access points describes some of the difficulties with applying book-oriented rules: the unpublished nature of the items, the different concept of responsibility, the importance of record series, the importance of the finding aid, and the difficulties of using AACR2 forms of names (sometimes resulting in having incomplete forms of names, even when the whole name is known). There are some suggestions on the use of access points in addition to the name or title chosen as main entry, but subject access is not addressed. There are many examples, and 15 pages of full descriptions, chiefly of collections, and an index.

Having an authoritative manual that carefully points out the differences between book and manuscripts cataloging is helpful in trying to explain to other catalogers why exceptions to the general cataloging policy should be made in some cases. Many things that seem obvious to archivists need careful explanation to those who have never worked with archives. And, it is wonderful to be free of the ubiquitous brackets called for in chapter 4 of AACR2. There was a frustrating period between the time the manual came out, and the time that the OCLC utility changed its Manuscripts format to the Archives and Manuscript Control format, in 1984. Thus, a cataloger could not follow all of Hensen's directions in some cases because the old format did not allow it. Now, however, the format documentation specifically mentions the manual, and instructs catalogers that they may use it if they so indicate. Overall, the manual is a useful addition to the growing number of special interpretations for AACR2.

- Mary Faith Pankin
George Washington University

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Karen Dawley Paul, Records Management Handbook for United States Senators and Their Repositories. US Senate Bicentennial Publication #2 (Senate Publication 99-4), 1985.

Karen Dawley Paúl, Archivist of the Senate Historical Office, has written a clear and concise records management handbook for the administration of senatorial records. If Senate offices would apply the recommendations outlined in the handbook, countless hours of administrative time would be saved and historical records would be adequately protected.

Archivists, historians, and records managers should not overlook this manual because it is written for senatorial records. The sound advice outlined in the manual applies equally to corporations, other government agencies, and universities.

The manual effectively outlines many of the problems dealing with machine-readable records and offers recommendations that repositories receiving large congressional collections would cheer.

To comment that most manuals are "dry" is polite phrasing and a records management manual would be likely to fit into that category. However, the compilers of this manual have effectively prevented that occurence by careful use of charts, clearly defined chapters and effective use of subheadings.

The volume includes some practical appendices such as a records management glossary and forms, a concise filing rules list, and laws pertaining to public records. The Senate Historical Office should be commended for publishing this needed manual.

- Morgan J. Barclay
East Carolina University

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Carole Elizabeth Nowicke, David K. Allison and Peter S. Buchanan, Index of Oral Histories Relating to Naval Research and Development. Bethesda, MD: David W. Taylor Naval Ship Research and Development Center, 1985.

This publication provides an extremely useful index to some three hundred and six oral history memoirs located in eighteen different repositories throughout the United States. It is part of an ongoing effort of the Navy Laboratories History Program to collect and make available materials reflecting the operation of the Navy Laboratory System. The index entries emcompass interviews with naval officers, scientists, technicians, and relatives of individuals who have been involved in research and testing in a broad range of technological developments of the US Navy.

The information provided for each memoir includes the name of interviewee and interviewer; date of interview; documentation of format and length; a brief abstract of information, individuals and locations discussed in the interview; and the name of the repository responsible for the memoir. A certain degree of inconsistancy in recording documentation information is frustrating, although this is almost inevitable when surveying the holdings of a variety of institutions. Numerous entries provide transcript, index and length information, while others simply list the number of tapes involved without providing any indication of their length. This minor distraction does not diminish the importance of the volume to all historians who are concerned with the writing of naval history.

This 259-page volume is available free upon request from Reports Distribution, Code 5211.1, David W. Taylor Naval Ship Research and Development Center, Bethesda, MD 20084-5000, and requesting DTNSRDC-85/CT2.

- Donald R. Lennon
East Carolina University

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Archives in Applalachia: A Directory consists of main entries describing 181 repositories in south central Appalachia (North Carolina, South Carolina, Georgia, Tennessee, Kentucky, Virginia and West Virginia) which hold historical records documenting the political, social, cultural and economic history of the region. Each main entry (based on a questionnaire completed by the repository staff) provides information on the name, location, and hours of the repository; the type of material held by the repository; the broad subject areas covered by the records; the geographical area the records cover; and the inclusive dates and size of the holdings. Also included are indexes by type of material (e.g. photographs, audio/visual) and by subject, a map showing the counties covered by the directory, and a list of "Coming Attractions". agencies which do not currently collect manuscript materials but which plan to do so in the future. Copies are available for $2 from the Appalachian Consortium, University Hall, Appalachian State University, Boone, North Carolina 28608.

*

The Archives of the Holland Land Company, 1789-1869, is contained on 202 microfilm reels. Reel number one features a general "Introduction" and "Bibliographic Notes" by Franciska K. Safran. It also includes the Wilhelmina Pieterse Inventory of the Archives of the Holland Land Company, 1789-1869 (Amsterdam: Municipal Printing Office, 1976), with reel number annotations, and a "Microfilm Reel List." (Photocopies of the "List" are available at $2.50 to owners of the original Pieterse Inventory.)

A set of positive microfilms is available at the Manuscript Division of the Library of Congress, at the Genealogical Society of Utah, and at Reed Library at State University of New York at Fredonia. Individual reels can be borrowed through the Interlibrary Loan Department at Reed Library. Purchase requests for positive copies of the entire microfilm set or parts of it, at $20 per reel, should be addressed to: Franciska K. Safran, Holland Land Company Project Director, Reed Library, State University of New York, College at Fredonia, Fredonia, New York 14063; telephone (716) 673-3183.

*

Jean K. Crary, "The Teeth of the Program - The Records Audit," Records Management Quarterly, 19 (July 1985): 12-14, 16, 18-21.

In this article, the importance of the records audit in maintaining an effective records scheduling and management program is discussed. Crary details the way that the University of Delaware implemented a records audit program and thereby improved communications between the program staff and department records-keepers, as well as improved compliance with existing records schedules. This article is useful and practical, as it shows examples of the audit forms developed and utilized by the University of Delaware.

*

Paul H. McCarthy, "Photofiching: A Catchy New Technique," Conservation Administration News, 22 (July 1985): 1-2, 18-19.

This article describes the decision and implementation processes for converting a large collection of valuable and fragile photographs into photofiche. The article stresses the advantages of fiching photographs in terms of conservation, ease of providing reference service, and convenience for patrons. It is worthy of consideration by any institution considering photofiching or other methods of photographic preservation.

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The October 1985 issue of New England Archivists Newsletter (vol. 12, no. 4) is devoted to grant funding. It is available from Peter Drummey, Massachusetts Historical Society, 1154 Boylston Street, Boston, MA 02215.

*

The Society of American Archivists has published two manuals on MARC for archives and manuscripts. MARC for Archives and Manuscripts: A Compendium of Practice, by Max J. Evans and Lisa B. Weber ($15 for SAA members, $20 to others) and MARC for Archives and Manuscripts: The AMC Format, by Nancy Sahli ($20 for members, $30 to others). When ordered together, the cost of the set is $32 for SAA members and $45 to others.

The SAA has also published Audiovisuals for Archivists, by Timothy L. Ericson and Linda J. Ebben.

These publications are available from the SAA, 600 South Federal, Suite 504, Chicago, Il 60605.

*

The Conservation Committee of the Society of Mississippi Archivists has published Leaflet No. 11, A Selected Bibliography on Disasters, Disaster Preparedness, and Disaster Recovery. Copies are available from the Society of Mississippi Archivists, P.O. Box 1151, Jackson, MS 39205.

*

Selected Bibliography on Manuscript Solicitation by Robert W. Graham consists of over 100 entries devoted to the manuscript acquisition process. It is available from Robert Graham, Regional History Center, Swen Parson Hall, Northern Illinois University, Dekalb, IL 60115.

*

The Baltimore Area Conservation Group has published a bibliography which covers material published in 1984 relating to the conservation of library and archival materials and works of art on paper. There are approximately 150 entries. It is available from Montgomery Phair, 3217 St. Paul Street, Baltimore, MD 21218.

*

Rare Books and Manuscripts Librarianship is devoted to practice and research in special collections librarianship. It contains articles, news, and reviews concerning collection development, security and access, conservation, cataloging, computer applications, fund raising, donor relations, publications, exhibits, and historical development of various special collections. Cost is $20/year (two 64-page issues) and is available from Association of College and Research Libraries, 50 East Huron Street, Chicago, IL 60611.

*

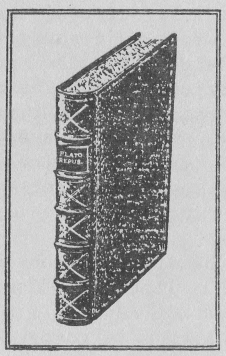
National Preservation News is a publication of the NPPO that highlights cooperative efforts to preserve our documentary heritage and reports on preservation activities at the Library of Congress. Issue No. 1 is dated July 1985. The publication is available free of charge to interested institutions. To order, write: The Library Of Congress, National Preservation Program Office, L M G07, Washington, DC 20540.

*

Selected Records in the New York State Archives Relating to Women is a 41-page finding aid describing over 100 record series relating to women and women's issues. Although it is difficult to isolate records that pertain solely to women, the finding aid identifies selected records likely to have the most usable information for the study of women's issues and history. It contains a few series that relate exclusively to women, including colonial and early statehood era court records with information on women involved in legal proceedings; inmate files from state prisons for women; and administrative files from the Women's Division in the Governor's office from 1975 to 1882. Copies are available upon request from the New York State Archives, Cultural Education Center, Albany, NY 12230.

*

The National Museum of American History has published a Register of the George H. Clark Radioana Collection, c. 1880-1950, by Robert S. Harding. The collection, consisting of some 275 linear feet, is one of the world's richest resources for the history of radio. The register is available from the Archives Center, National Museum of American History, Smithsonian Institution, Washington, DC 20560.



PEOPLE

RON BECKER, maa editor, is on a one year sabbatical from his position as Curator of Manuscripts at Rutgers University in order to survey synagogue archives in New Jersey. Articles for the newsletter should still be sent to Ron's address at Rutgers.

*

ROBERT SINK, MARAC Treasurer, has been appointed to the newly-created position of Archivist/Records Manager at the New York Public Library.

*

STUART K. SAMMIS was appointed Corporate Archivist for the Corning Glass Works in August. Previously, he was University Archivist for the University of Medicine and Dentistry of New Jersey.

*

RAYMOND LaFEVER has been appointed deputy to the vital records analyst at the Albany County Hall of Records.

*

CLAIRE McCURDY has been awarded an NHPRC fellowship for advanced archival administration training with the Salvation Army Archives and Research Center, the YMCA of Greater New York Archives, and the Friars of the Atonement Archives.

*

DORIS HAMBURG is the new Head of the Paper Conservation Section at the Library of Congress.

*

MARY F. BELL has been appointed the director of library and archives of the Buffalo and Erie County Historical Society in Buffalo, New York.

*

LINDA SOMMER, formerly Deputy Director of the New York Municipal Archives, has accepted the position as State Archivist of South Dakota.

*

ELEANOR McKAY has been appointed Director of Administration of the Historic Annapolis, Inc. in Maryland.

*

MEYER H. FISHBEIN, consultant for information systems in Bethesda, Maryland, has been elected an honorary member of the Internation Congress on Archives.

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WILDA WILLIS has left the Moorland-Springarn Research Center, Howard University, to join the staff of the National Archives and Records Administration.

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ARTHUR F. SNIFFEN has been appointed archivist for the William Butler Yeats Microfilmed Manuscripts Collection at the State University of New York at Stony Brook.

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RICHARD LINDEMANN has joined the staff at the University of Virginia Manuscripts Collection. He formerly served at Emory University's Special Collections.

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NHPRC GRANTS AWARDED

Smithsonian Institution, Washington, DC: Support for a meeting to assess the needs and recommend actions for improved preservation and availability of Native American records.

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National Association of Government Archives and Records Administrators, Albany, NY: Support for the state archives preservation needs analysis project.

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Society of Photographic Scientists and Engineers Springfield, VA and the Rochester Institute of Technology: Support for a new research institute (Image Permanence Institute) to study the longevity and image quality of photographs and other imaging materials.

*

Bureau of Archives and Records Management, Dover, DE: Support for a project to develop a comprehensive local public records program for Delaware.

*

Chester County Historical Society, West Chester, PA: Support for a project to arrange, describe, and preserve the records of the Chester County Court of Quarter Sessions, 1681-1969.

*

Historic St. Mary's City, St. Mary's City, MD: Support to provide security and reference copies of textual records, drawings, and photographs created during archeological excavations of Maryland's first European settlement and its seat of government, 1634-1694.

*

MacArthur Memorial, Norfolk, VA: Support for consultation to develop a preservation plan for the papers of General Douglas MacArthur and related materials.

*

University of Maryland, College Park, MD: Support for The Papers of Charles Carroll of Carrollton.

*

Johns Hopkins University, Baltimore, MD: Support for The Papers of Dwight Eisenhower.

*

George Washington University, Washington, DC: Support for the Documentary History of the First Federal Congress.

*

University of Maryland, College Park, MD: Support for the Freedmen and Southern Society project.

*

National Trust for Historic Preservation, Washington, DC: Support for The Daniel Chester French Papers.

*

Baruch College, New York, NY: Support for The Papers of Albert Gallatin.

*

Maryland Historical Society, Baltimore, MD: Support forThe Papers of Benjamin Henry Latrobe.

*

George C. Marshall Research Foundation, Lexington, VA: Support for The Papers of George C. Marshall.

*

Smithsonian Institution, Washington, DC: Support for The Papers of Robert Mills.

*

Queens College, Flushing, NY: Support for The Papers of Robert Morris.

*

The American University, Washington, DC: Support for the Frederick Law Olmsted Papers.

*

Supreme Court Historical Society, Washington, DC: Support for the Documentary History of the U.S. Supreme Court.

*

Pennsylvania State University, University Park, PA: Support for The Papers of Martin Van Buren.

EMPLOYMENT OPPORTUNITIES

SPECIALIST I, The Schomburg Center for Research in Black Culture, The New York Public Library, Rare Books, Manuscripts, and Archives. Two positions entailing the acquisition and processing of large collections. Qualifications: Masters Degree in Library Science, the Social Sciences, or Humanities. Additional graduate degree or formal training and/or experience in archives desirable. One position requires knowledge of French. The other requires knowledge of Spanish or Portuguese. An additional European or African language is highly desirable for both positions. Salary: $20,593. Inquiries directed to: Francine Feuerman, Human Resources Department, New York Public Library, 42nd Street and Fifth Avenue, New York, NY 10018. EOE/AA

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MANUSCRIPTS CURATOR, Teachers College, Columbia University. This position carries major responsibility for processing, describing, and providing reference service for archival and manuscripts holdings, and for assisting the Head of Special Collections in planning and carrying out aquisitions, management, and development programs. Qualifications: Masters degree in History, Library Science, or Education, formal archival training or practical archives experience, and ability to work effectively with researchers, library and college staff and prospective donors. Salary: $18,000. Contact: David M. Ment, Head, Special Collections, The Milbank Memorial Library, Teachers College, Columbia University, 525 West 120th Street, New York, NY 10027. EOE/AA.

*

REFERENCE ARCHIVIST, Emory University. Responsibilities include planning, supervision, and participation in reference services for manuscripts, university archives, and rare books, and promoting use of the collections through written communications and oral presentations. The reference archivist also provides assistance in Special Collections and general library collection development, and in manuscript processing. Qualifications: archival training, strong background in American history or literature, MLS degree desirable, appropriate public service experience or an equivalent combination of education and experience. Salary: $17,000-20,000 or $20,000-27,500. Send letter of application, resume, and names of three references to: Herbert F. Johnson, Director of Libraries, Robert W. Woodruff Library, Emory University, Atlanta, GA 30322. Deadline: January 31, 1986. EOE/AA

*

ARCHIVIST, Virginia Commonwealth University. Reports to the Head of Special Collections. Implements the records management program at the university; arranges, describes, and preserves archives and manuscripts; provides reference service and bibliographic instruction in Special Collections at the Cabell Library; and designs exhibits. Qualifications: MLS or MA in History; training in archives administration or records management; experience in archives or Special Collections preferably in an academic library; ability to analyze historical documents, perform research, and work well under pressure; excellent oral and written communications skills; competence in organizing projects; supervisory experience; and familiarity with microcomputers. Salary: $17,512. Submit resume and 3 current references to: VCU Personnel, VCU Box 2511, Richmond, VA 23284-0001. Deadline: Febrary 5, 1986. EOE/AA.

*

ARCHIVIST FOR RECORDS, Smith College. The archivist will design and administer programs for the acquisition, maintenence, and use of the archives of the College and organizations whose records are in the Sophia Smith Collection (Women's History Archives). Qualifications: MA in History or American Studies or Women's Studies, or MLS; two graduate courses in Archives Administration, three years professional archives experience including experience with institutional records. Also desired are participation in professional activities, and experience in cataloging or knowledge of RLIN or OCLC Archives and Manuscripts Control format. Salary: $18,500-$22,000. Direct letter of application and resume to: Director of Personnel Services, Smith College, 30 Belmont Avenue, Northampton, MA 01063. Deadline: March 1, 1986. EOE/AA.

*

DIRECTOR, Georgia Historical Society. The Director manages three professional staff members, develops the annual budget, and carries out policies developed by the Society's Board of Curators. For further information, please contact the Search Committee, Georgia Historical Society, 501 Whitaker Street, Savannah, GA 31499.

*

LETTERS

To the Editor:

As regrettable as the disregard of the Philadelphia Orchestra/Academy of Music for its archives may be (mid-atlantic archivist, Autumn 1985, p.2), I think it is important to note that the Historical Society of Pennsylvania has served for decades as the repository for 62 linear feet of the Academy's program files as well as its architectural drawings.

Personally, I feel it would be far more preferable for the Orchestra to demonstrate an appreciation for its significant contribution to our culture by devoting some space and money for the housing and administration of its own records. Mr. Griendling and I have spoken together of this dream -- and others as well. However, if the Philadelphia Orchestra lacks the necessary self-esteem, the Historical Society is ready to continue to do what it can to assure that the Orchestra's records are not lost to the basement eclipse from which Mr. Griendling rescued them.

LINDA STANLEY
Manuscripts and Archives Curator
Historical Society of Pennsylvania
Philadelphia, November 21, 1985

To the Editor:

Your issue of the MARAC Newsletter [maa XIV/4] is absolutely superb. I enjoyed it from start to finish. And the report of the Task Force on Archives and the Cosmos is a perfect finish. Congratulations.

With missionaries like you, the archival profession is on its way to new heights.

DAVID B. GRACY II
Director
Texas State Archives
Austin, December 3, 1985

To the Editor:

The fall business meeting denied a petition from the D.C. Caucus in regard to a review of the "Selecting an Archivist" pamphlet. Although I accept the sentiments of the meeting and feel the issue was unfortunately blown out of proportion, I still have some serious objections to sections of the document -- especially since it is intended for distribution to potential employers.

After carefully reviewing the "Selecting an Archivist" pamphlet, my basic objections still stand. Although the bulk of the document is quite good, I see no reason to ever "air our dirty linen" in a promotional document.

In particular, I am concerned with the two parts of the "What to look for" section. The first is the negative lead in -- "At present there is no single prescribed course of study or certification program for archivists." We might note here the SAA does have formal education guidelines. Moreover, your pamphlet is undated and what happens if certification is approved - how do you redress a false impression in the future? In point of fact, why bring up the issue at all; instead, you might simply drop the sentence or substitute something like -- "The educational requirements and training for work in archives have improved dramatically in recent years to meet the demands of the new Information Age" (i.e., help promote).

The second objection is on the "Education" subsection, with similar but somewhat less serious problems that stem more directly from my role as an archival educator. Some of this is pedantic wording, as in substituting "Archivists typically have..." for "Archivists often have..." But why suggest how few and varied current programs exist, instead of saying some excellent programs exist -- or something to the effect that "Entry level archivists are increasingly expected to have a number of graduate courses in the field: for example classes in archival administration, conservation, and records or information management." Also, although I might personally welcome your last sentence -- "Were the courses taught by people with archival expertise" -- why bring this problem out in public? This section could work to enhance our educational efforts by pointing out the more recent evolution of a nine hour educational standard; or, even the more advanced prospect of a dual masters program, like HiLS, with a dozen relevant offerings in addition to basic historical research.

These alterations are minimal in regard to the overall document, but would certainly further your promotional intent. I really hope that some

compromise could be worked out in part because I also have need for such a pamphlet.

FREDERICK J. STIELOW
HiLS Coordinator
University of Maryland
College Park, October 10, 1985

Members of the brochure committee Mary B. Bowling and Leslie Hansen Kopp respond:

A critical and oft-overlooked characteristic of this brochure is that it is descriptive, rather than prescriptive. In writing it we attempted to stay away from generalizations which we might not be able to substantiate; it is more accurate to say that archivists often have masters degrees than to say they typically do. For the same reason, we have attempted to keep the brochure as free as possible from overt value judgments on specific activities and educational programs. While we agree with Mr. Stielow that there are some excellent programs and that they have dramatically improved the training prospects for new archivists, many of his proposed changes imply a governing body and corpus of official standards which don't, at least yet, exist.

The brochure deals with the real, rather than the ideal. It did not set out to solve the problems of accreditation, education, certification and professional identity with which archivists are wrestling. "Selecting an Archivist" is designed to reach those people and institutions who need information now on finding an archivist. (The two-color version of the brochure intended for distribution carries a copyright date of 1985). In explaining the universe of archivists as it is today -- who we are, where we've come from, what we do, what are the predominant characteristics of our backgrounds and, lord help us, where to find us -- this brochure tells the whole truth, and nothing but.

To the Editor:

Congratulations to MARAC and the Archivists Round Table of Metropolitan New York on the publication of the brochure, "Selecting an Archivist." For a long time many archivists have expressed a need for this type of publication. However, there is often a great chasm separating desire and action. It is wonderful that those responsible were able to cross that barrier and produce a high quality piece. I am sure that there will be some criticisms of the content, that is to be expected. It is impossible to satisfy everyone, particularly with a pioneering effort. The wonder is that a group of archivists could reach a consensus and create a brochure which can be used by those who want and need this kind of publication. Thank you for a job well done.

It is also a source of pride and pleasure to announce that the SAA Task Force on Archives and Society has produced a brochure entitled, "Who is the 'I' in Archives?" It is designed to increase public awareness of what archives are and what archivists do. Special thanks for this brochure go to David B. Gracy II, Bruce Dearstyne, and Frank Mackaman. The brochure can be used in conjunction with public relations activities, special events, collection development, membership drives, fund raising, or any instance where general information about archives or the promotion of the importance of archives to society is undertaken.

An added bonus to the publication of these two brochures comes by coincidence. They are set in the same type face and therefore can attractively be used as companion pieces.

So, for those in the profession who have wanted material to use for education and outreach activities, their needs are being met.

KAREN BENEDICT
Corporate Archivist/Chief Librarian
Nationwide Insurance
Member, SAA Task Force on Archives and Society
Columbus, Ohio, November 4, 1985

Editor's note

Since the publication of "Archival Education in the Mid-Atlantic States" by Joan Gosnell [maa XIV/4], three additional programs in archival management/ historical editing/MLS have come to our attention. They are:

NEW YORK

Long Island University - C.W. Post Campus

Single course offering.
Contact Dr. Lucienne Maillet, Dean, Palmer School of Library and Information Science, C.W. Post Campus, Long Island University, Greenvale, NY 11548.

PENNSYLVANIA

Duquesne University

Multi-course program offering M.A. and practicum.
Contact Joseph F. Rishel, Archival, Museum and Editing Studies Program, Department of History, Duquesne University, Pittsburgh, PA 15282.

VIRGINIA

George Mason University

Multi-course program offering M.A.
Contact Department of History, George Mason University, Fairfax, VA 22030.

*

Due to a transmission error, the Dean of the School of Library Science at Columbia University was mis-identified. The Dean is Robert Wedgeworth.

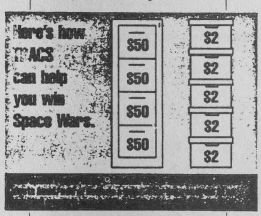
*

SPACE WARS.

TRACS™—Your powerful ally in the battle for space.

Prepare for a space battle in your office. As your files and records grow out of control, they start grabbing your valuable workspace. Soon you are fighting a full-scale space war.

If you lose, the price is high . . . additional expensive office space.



Better archival performance will help you win the space war.

Traditional archives often lose, misfile, or erroneously destroy records. Even when the records are found, it often takes days to retrieve them. This exposes you to considerable risk in litigation or audit, and to annoying inconvenience in day-to-day operations.

To protect yourself, you and your colleagues don't send records to the archive. Or, you keep duplicate records in expensive office files.

Fight back.

Your best ally: TRACS . . . Computerized Archive Control.

Using advanced records management technology, TRACS increases your archive's efficiency and responsiveness, making it, in a word, trustworthy.

By creating real confidence in the archive system, TRACS helps win the space war. People trust their records to the archive, thus freeing valuable workspace.

State-of-the-art performance.

TRACS improves the total value of your records management program.

TRACS:

- *Helps you reclaim valuable office space.*
- *Improves your records retention scheduling.*
- *Cuts risk by preventing loss, misfiling, or erroneous destruction of records.*
- *Simplifies archival storage through automated filing.*
- *Enhances your archive's responsiveness and efficiency.*

Protect your valuable space. Put records where they belong. Win the space war.

Find out about TRACS. Call today for further information or to arrange a demonstration.

TRACS™

The Record Archive Control System

THE SYSTEM FOR SUCCESSFUL RECORDS MANAGERS!

Computerize your records management the proven TRACS way.

Move from chaos to control; from struggle to management.

TRACS is the computerized system that really works for the Records Manager. TRACS was designed by Records Managers and office automation experts.

We made sure that you can learn TRACS and use it easily. Because we want you to take advantage of the full power of this system and enjoy all the benefits of computerized Records Management.

Compare TRACS features with *any other* Records Management product.

- *Easy to use*
- *Multi-user access*
- *On-line retention control*
- *Automatic indexing*
- *Powerful cross-referencing*
- *Complete reference-refile*
- *Automatic late notices*
- *Accurate disposal management*
- *Full MIS and report generation*

Call today for detailed information on TRACS. We'll show you a Records Management System that will make you a success, too.

TRACS

The Record Archive Control System

Remember that TRACS advertisement? The computer software company said, " Traditional archives often lose, misfile, or erroneously destroy records..."

The Task Force on Archives and the Cosmos poked fun at the ad, and several archivists wrote to TRACS to complain that they found the ad offensive.

Joan Gosnell, Archivist/Historical Specialist with JCPenney Company was among those who wrote, saying, "stereotypes [of archives and archivists] like yours are not accurate and promote an image which is repugnant."

Voila! A new ad from TRACS and a personal apology from a TRACS representative to JCPenny's Records Manager! A gold star to Casher Associates, Inc. for listening to their consumers and changing their ad copy.

Brother Denis Sennett
MARAC Secretary
Friars of the Atonement Archives
Graymoor
Garrison, NY 10524

Bulk Rate
US Postage
PAID
Alexandria, VA
Permit No. 729

TIME VALUE MAIL

This newsletter was mailed the week of January 20.

ISSN: 0738-9396

The mid-atlantic archivist (maa) is the quarterly newsletter of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the seven states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia; and the District of Columbia. MARAC seeks to promote the professional welfare of its members; to affect cooperation amongst individuals concerned with the documentation of the human experience; to enhance the exchange of information between colleagues working in the immediate regional area; to improve the professional competence of archivists, curators, of textual, audiovisual and related special research collections, and records managers; and to encourage professional involvement of persons actively engaged in the preservation and use of all types of historical research materials. Individual yearly membership dues are $10.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase yearly subscriptions to maa for $10.00. Requests for back copies of maa ($1.25 each copy) and membership applications should be addressed to: Brother Denis Sennett, MARAC Secretary, Friars of the Atonement Archives, Graymoor, Garrison, NY 10524.

Items submitted for maa publication should be typed and double-spaced. Send material to; Ronald L. Becker, Department of Special Collections and Archives, Alexander Library, Rutgers University, New Brunswick, NJ 08903; telephone (201) 494-6447 home. Deadlines are the first of March, June, September and December.

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